



Atlanta Police Foundation Volunteer Handbook

2008

Welcome ----- 3

About APF ----- 4

Staff Directory ----- 5

Hours of Operation ----- 6

Policies and Procedures ----- 7

Programs ----- 8

Tasks/ Assignments ----- 10

Volunteer Job Descriptions ---- 11

Volunteer Questionnaire ----- 12

Welcome

Welcome! Thank you for volunteering with the Atlanta Police Foundation. This handbook serves as your basic guide and reference as a volunteer for the Atlanta Police Foundation. This handbook provides you with information about the organization, Atlanta Police Foundation staff members, and the rules and regulations of the APF office. This handbook also provides you with some basic information on the task and assignments you will receive.

Please take a moment to complete the questionnaire at the back of this handbook. We want to know about you and your interests! This handbook is yours to keep, but please return the questionnaire page to us. The questionnaire page has a signature section that indicates your comprehension and acceptance of the issues outlined in the guidebook.

Volunteers are an important part of our team at the Atlanta Police Foundation. As volunteers you will often represent the Atlanta Police Foundation to the public. We hold our volunteers to the same standards as that of our staff members.

If you ever have any questions, please feel free to ask your staff contact person.

Courtney Collins

Director of Development

About Atlanta Police Foundation

In partnership with citizens, businesses and philanthropies, the Atlanta Police Foundation's mission is to support the Mayor, the Chief of Police, and the Atlanta Police Department in the shared commitment to make Atlanta the safest and most inviting city for all its citizens, workers, and visitors. The Police Foundation was established in 2002 by business and civic leaders as an independent, non-profit organization dedicated to strengthening the Police Department and promoting public safety in Atlanta.

Vision

A safe city that is good for people, good for business, and good for life.

Mission

Support the Mayor, the Chief of Police, and the Atlanta Police Department in the shared commitment to make Atlanta the safest and most inviting city for all its residents, workers, and visitors.

Goals

- **Excellence** - Promote excellence in police services.
- **Community** - Mobilize the community to support the Atlanta Police Department and engage in public safety.
- **Resources** - Provide programs deemed to make the most immediate impact to crime prevention and emergency preparedness.

Staff Directory

Atlanta Police Foundation
127 Peachtree Street
Candler Building 201
Atlanta, GA 30303

President & CEO

Dave Wilkinson

dwilkinson@atlantapolicefoundation.org

Chief Operating Officer & Vice President of Development

Allison Ashe

aashe@atlantapolicefoundation.org

Vice President of Programs

Recruitment, Training and Scholarship

Jennifer Zeunik

izeunik@atlantapolicefoundation.org

Director of Development

Courtney Collins

ccollins@atlantapolicefoundation.org

Special Events Coordinator

Stephanie Guthrie

sguthrie@atlantapolicefoundation.org

Office Manager

Laura Pittard

lpittard@atlantapolicefoundation.org

Administrative Assistant & Database Manager

Wanda Bender-Davis

wbender@atlantapolicefoundation.org

Atlanta Police Liaison

Rusty McCoy

rmccoy@atlantaga.gov

(P) 404-586-0180

(F) 404-586-0414

www.atlantapolicefoundation.org

Hours of Operation

Monday – Friday: 8:30 AM – 5:00 PM

Observed Holidays

New Year's Day

Martin Luther King Jr. Day

Memorial Day

Fourth of July

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Eve

Christmas Day and the Remainder of the week thru New Year's Day

Scheduling

All volunteers must call to schedule an appointment. This allows us time to prepare tasks properly for you. If you need to cancel or reschedule your appointment, please call at least 24 hours in advance. Please notify us in advance if you will not be able to attend a Special Event where you have been assigned duties. Please let us know if you need any special forms or documentation confirming hours of work. *Failure to show up to a scheduled event may result in the reassignment of that event permanently or dismissal.*

Policies and Procedures

Cell Phones: Please place cell phones on silent or vibrate during office hours.

Dress Code: Impressions are extremely important. We ask that you exercise good judgment in always presenting yourself in a professional manner. Your dress should always be neat, clean and appropriate for the type of work that you do.

Lunch Break: You are free to take a lunch break when you desire. However, please notify a staff member before you leave for lunch. There are many great restaurants within walking distance of the office.

Breaks: You are free and encouraged to take short breaks during your workday. However, please notify the appropriate staff member if you will be leaving the office.

Work Safety: Please let us know if there is anything dangerous, hazardous or uncomfortable in your workspace or with your equipment. Let us know if you are uncomfortable performing any task or using any equipment. Also, please make sure that all doors remained locked at all times.

Feedback: How are we doing? Feedback is welcome, encouraged and important!

Grievances: For questions, concerns or grievances please see the volunteer coordinator.

Programs

Because the private sector has a real stake in the success of the our Police Department and the safety of our city, the Atlanta Police Foundation can serve a vital role - connecting private investment dollars with effective public safety solutions. The Foundation is engaged in an effort to leverage private resources to fund high priority law enforcement needs, addressing both the perception and reality of crime in our city. Funds raised by the APF are focused on the following six programs:

- **Crime Stoppers:** Crime Stoppers, a national model that has an impressive conviction rate of 98%, has provided cities across the U.S. with an effective way of receiving information through anonymous phone tips. Without a Crime Stoppers program, the APD is missing countless opportunities to learn about criminal activities from its concerned citizens. The Atlanta Police Foundation has provided the startup costs and established a reward fund for the creation of a Crime Stoppers program for Atlanta which was rolled out on January 29, 2007.
- **Recruiting:** Due to annual attrition, there is a constant need for recruiting, even without the ambitious hiring targets necessary to increase the size of the force to 2,000 officers. There is a direct correlation between the number of officers per capita and crime. When more officers are on patrol, criminal activity goes down. The city has committed to increase the number of officers. The Foundation's goal is to support those efforts and thereby reduce crime in Atlanta.
- **Advanced Training Opportunities:** There is a significant need for more training and advancement opportunities for APD officers. The Department's training budget is extremely limited, with most of its resources being directed toward basic training of officer candidates at the Police Academy and the 24 hours of in-service training officers must attend each year. The Foundation will support advanced training opportunities available nationwide in addition to bringing nationally recognized training courses to the Atlanta Police Academy as

a cost-effective way to train more officers locally.

- **Scholarship Fund:** Promotions with the Atlanta Police Department are tied to educational attainment. As a result, officers are encouraged to pursue degrees from associate to masters. To help officers attain their educational goals more quickly and affordably, the APF will provide officers with tuition assistance from the scholarship fund. The fund will also allow the APD to be more competitive with suburban departments offering scholarship support, allowing the APD to retain its highly qualified officers.
- **In-City Housing for Police Officers:** Faced with the escalating cost of real estate, most officers cannot afford to become City of Atlanta homeowners. The Atlanta Police Foundation will dedicate staff resources to assisting officers who want to find affordable housing within the City limits. In addition to serving as an information and referral source, the Foundation is reaching out to a number of developers who are interested in providing housing to officers and will continue to research and pursue housing opportunities as they arise. This program is crucial because enhancing the visibility of officers in Atlanta neighborhoods has a direct impact on crime prevention.
- **Restoration of the Mounted Patrol:** Mounted patrol units provide the best method of crowd control for festivals, parks and weekend cruisers, by allowing police to negotiate easily through crowds, to be visible, and to prevent crime. In addition, the horses help to bring the police department closer to the community. The APD's mounted patrol unit was disbanded in 2001 due to budget constraints, and Atlanta is the only major city without a mounted patrol unit. Because of the effectiveness of the mounted patrol unit and the goodwill it generates, the Atlanta Police Foundation is supporting the effort to bring the horses back to the force by funding stable renovations and purchasing horses.

All of the above programs are further highlighted in our Foundation video which you will have the opportunity to watch at training.

Task/Assignments

This section describes events that the Atlanta Police Foundation organizes as well as the programs we implement year round. Some of the tasks that you might encounter are listed.

Special Events: The Policeman's Ball, Crime is Toast, The Drive & Shoot, Atlanta's Finest 5K and the Annual Golf Tournament are five of the special events that the Atlanta Police Foundation hosts.

Helpful tasks include: (1) compiling mailings, (2) auction follow-up and recording, (3) Day of set-up and breakdown (4) registration (5) event hosts and hostesses

Programs: Projects as assigned.

General: General tasks include (1) answering phones, (2) data entry, (3) preparing and compiling mailings, (4) supply organization and clean-up, (5) clerical tasks, (6) basic accounting procedures and (7) assisting staff on existing projects.

The above tasks are some examples of the tasks you might be asked to perform. All tasks add value and speed to the operations of the Atlanta Police Foundation. If you have any questions about the task that you were assigned please feel free to ask the assigning staff member. If you cannot locate the staff member, please see Courtney Collins.

Volunteer Job Descriptions

- 1) Outreach Coordinator:** This position requires leadership, communication skills, organizational skills and social skills. This person(s) should know or want to learn how to work well with others. The outreach coordinator is in charge of “spreading the word” and promoting the Atlanta Police Foundation by posting bulletins and flyers in local colleges, markets, community areas as well as online. The Outreach Coordinator will be working in a group setting and directing others on goals of the day and the mission.

- 2) Team Members:** This position requires people that are flexible with hours and jobs. These volunteers will be involved in outreach in and outside the main office including making phone calls, faxing, copying as well as being involved with fundraising projects. Team Members always give a helping hand when needed.

- 3) Fundraising/Event Coordinator:** The Fundraising/Event Coordinator is responsible for researching events in which APF can participate, creating themes for fundraising events, putting them together and communicating with the Outreach Coordinator so that the word gets out. The main focus for the Fundraising/Events Coordinator is to raise funds for APF in a fun and organized manner involving the community. The Fundraising/Events Coordinator is supervised by the Events Director and Office Manager.

- 4) Resource Development Coordinator:** The Resource Development Coordinator designs and implements a comprehensive fundraising program for grant writing, donor support, sponsorships, special events, cause-related marketing and special project fundraising for the APF. The Resource Development Coordinator works with the Fundraising/ Event Coordinator and is supervised by the Director of membership and Office Manager.

Volunteer Questionnaire

Name: _____ Phone Number: _____

Email: _____

Address: _____ City: _____ Zip: _____

How did you learn about the Atlanta Police Foundation?

Other organizations you are involved in:

Skills: Please circle

Microsoft Excel	Microsoft PowerPoint	Event Planning
Microsoft Access	Microsoft Publisher	Accounting

Other Skills: _____

Hobbies/Interests: Please circle

Golfing	Travel	Real Estate
Fishing / Hunting	Politics	Arts & Crafts

Other Interests: _____

I have read and understood the Atlanta Police Foundation Handbook.

X _____ **Date** _____

As a volunteer, you are subject to the same liabilities as a staff member. If you have any questions or concerns please speak with the staff contact.